



Mission

- To empower people who are working towards prosperity by providing affordable transportation solutions.

Vision

- As we help each other, people will have the freedom to accomplish their dreams.

Values

- Faithful - Listen to God and do what he says.
- Integrity - Do what is right, even when it's hard.
- Innovate - Continually learning, creating and improving.
- Collaborate - Work as a team to accomplish our mission.
- Celebrate - Mark achievements with joy.

Finance Director

Position & Description

The Finance Director is responsible for strategic financial leadership, stewardship and accountability for ChangingGears. By executing these responsibilities while following our Values, this position will help accomplish our Mission and fulfill our Vision.

Job Duties & Responsibilities

Financial Planning and Analysis:

- Develop, implement, and monitor comprehensive financial policies, procedures and budgets aligned with ChangingGears' strategic goals
- Generate accurate and timely monthly financial statements and reports
- Ensure compliance with GAAP standards and non-profit financial reporting requirements
- Provide insightful analysis and financial recommendations to the Executive Director and Board of Directors

Financial Management

- Perform day-to-day financial operations, including accounts payable, receivables, payroll, bookkeeping, and general ledger activities
- Maintain Chart of Accounts
- Perform bank statement reconciliations
- Perform month-end and year-end closing
- Assist Executive Director with preparations of IRS Form 990 and any other filings

Other Duties & Responsibilities

- Oversee office management including IT and Facilities
- Other duties may be assigned as appropriate
- Attend client celebrations for ChangingGears and CityLink Center

Job Requirements

- Passionate about the Mission and Vision of ChangingGears
- Conduct that is consistent with the Values of ChangingGears
- Bachelor's degree in Finance, Accounting or a related field, CPA or MBA preferred
- 5+ years experience in financial management
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Experience leading others on effective teams
- Advanced MS Excel/Google Sheets skills including vlookups and pivot tables
- Attention to detail with an aptitude for analysis
- Ability to effectively communicate orally and in writing
- Proficient in basic computer applications, including Google Apps, Salesforce and Mac
- Experience with QuickBooks Online preferred
- Protects ChangingGears' value by keeping information confidential

Physical Requirements

- Able to sit and work on a computer for 2+ hours at a time

Time Commitment

- Full Time - 40 hours per week
- Hybrid work policy available
- Hours are generally Monday through Friday between 8am and 5pm
- Must be available for occasional special events and meetings outside of regular hours

Compensation

- Salary dependent upon experience
- Healthcare Reimbursement Arrangement (HRA)
- Company matched SIMPLE IRA plan
- Paid vacation and holidays

This position reports to Joel Bokelman, Executive Director of ChangingGears